

Documenting a Maltreater Appeal

Note: Case assignment is not required to document an appeal; however, additional security is needed to access the page.

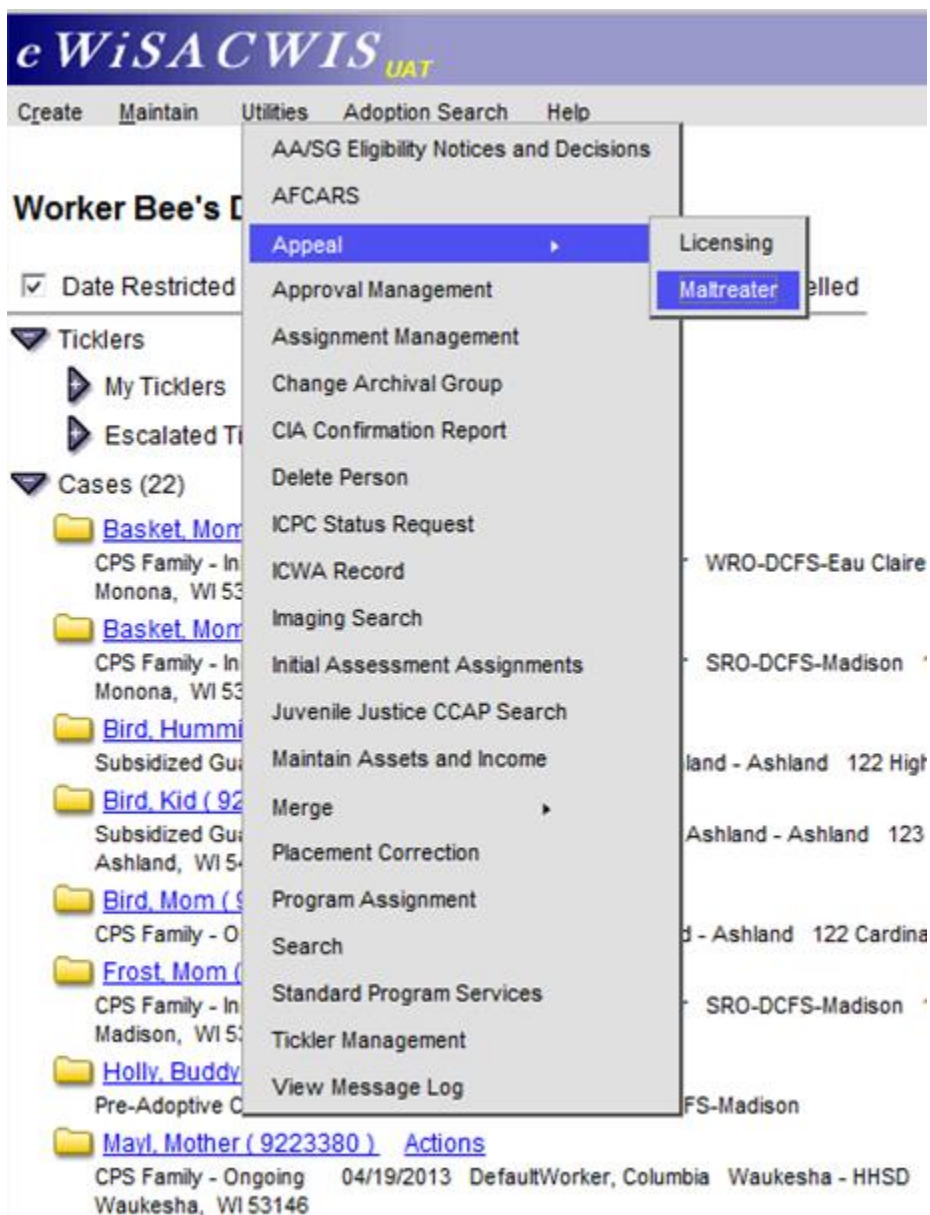
Related Quick Reference Guides:

[Imaging Case](#)

[Notification & Review Process for Substantiated Maltreaters](#)

Documenting an Appeal

1. To record the outcome of an Appeal, go to Utilities > Appeal > Maltreater.



2. Search out the Appellant, select the radio button next to the name, and click Continue to open the Appeal Record.

Person Search -- Webpage Dialog

eWISACWIS UAT

Print Spell Check Help

Search Criteria

Last Name: Patch First Name: Mom Person ID:

SSN: DOB: 00/00/0000 Gender:

Street: City: ZIP Code:

☒ Incl. AKA Search Precision: Sort By: Alpha

Record 1 to 1 of 1

Persons Returned

☒ [Patch, Mom \(9229391 \)](#) 555 Gourd Way, Apt.#3A, Monona Female 10/10/1980 Caucasian

3. On the Appeal Record page, click the [Assessment ID](#) hyperlink to verify it is the assessment involved in the appeal. Next, click the [Create Appeal](#) hyperlink to open the Allegation Selection page.

https://apps.dcf.wisconsin.gov/ - Appeal Record - Windows Internet Explorer

eWiSACWIS UAT Print Spell Check Help

Person Information
Name: Patch, Mom (9229391) DOB: 10/10/1980 SSN: Search

Review/Appeal Record
Assessment ID: 9222131 Approved On: 02/12/2015 AM Response By: 02/27/2015 County: State Create Review **Create Appeal**

Allegation: Neglect Victim: Patch, Kid				
Open Assessment	Review of Initial Determination	02/13/2015	Upheld	Substantiated View
Allegation: Neglect Victim: Patch, Teenager				
	Review of Initial Determination	02/13/2015	Upheld	Substantiated View

Close

100%

- Select the checkbox next to the allegation(s) that were appealed. Click Continue to open the Appeal Details page.

General Information

Name: Patch, Mom (9229391) DOB: 10/10/1980 SSN:
 Assessment Type: Assessment-Primary Assessment ID: 9222131 Assessment Completed: 02/12/2015

Substantiated Allegation

Select	Report ID	Victim	Relationship to Victim	A/N Code	Description
<input checked="" type="checkbox"/>	9006439	Patch, Kid	Biological Parent(s)	Neglect	Lack of Supervision-Unable to Locate Children
<input checked="" type="checkbox"/>	9006439	Patch, Teenager	Biological Parent(s)	Neglect	Lack of Supervision-Unable to Locate Children

- Select the Appeal Type from the drop-down and enter the Decision Date.

Appeal Details -- Webpage Dialog

WiSACWIS UAT Print Spell Check Help

General Information

Name: Patch, Mom (9229391) DOB: 10/10/1980 SSN:
 Assessment Type: Assessment-Primary Assessment ID: 9222131 Assessment Completed: 02/12/2015

Appeal Information

Appeal Type: Division of Hearing and Appeals Decision Date: 00/00/0000

Report ID	Relationship to Victim	A/N Code	Appeal Status
9006439	Biological Parent(s)	Neglect	Pending
9006439	Biological Parent(s)	Neglect	Pending

Comments

Options: Go Save Close

- Select 'Overturned' or 'Upheld' for each allegation.

General Information

Name: Patch, Mom (9229391) DOB: 10/10/1980 SSN:
 Assessment Type: Assessment-Primary Assessment ID: 9222131 Assessment Completed: 02/12/2015

Appeal Information

Appeal Type: Division of Hearing and Appeal Decision Date: 02/12/2015

Report ID	Victim	Relationship to Victim	A/N Code	Appeal Status
9006439	Patch, Kid	Biological Parent(s)	Neglect	<u>Upheld</u>
9006439	Patch, Teenager	Biological Parent(s)	Neglect	<u>Pending</u>

Overturned
 Pending
 Upheld

- Record the details of the appeal in the Comments narrative box. When complete, send for supervisory approval.

Appeal Details -- Webpage Dialog

General Information

Name: Patch, Mom (9229391) DOB: 10/10/1980 SSN:
 Assessment Type: Assessment-Primary Assessment ID: 9222131 Assessment Completed: 02/12/2015

Appeal Information

Appeal Type: Division of Hearing and Appeal Decision Date: 02/12/2015

Report ID	Victim	Relationship to Victim	A/N Code	Appeal Status
9006439	Patch, Kid	Biological Parent(s)	Neglect	<u>Upheld</u>
9006439	Patch, Teenager	Biological Parent(s)	Neglect	<u>Upheld</u>

Comments

Details...

Options: Approval Go Save Close

Actions
 Approval

8. Once the approval is sent, click Close on the Approval History pop-up page to return to the Appeal Details page. Click Close to return to the Appeal Record page. The type of hearing, date, and outcome are displayed for each allegation. Click the [View](#) hyperlink to open and view the Appeals Details page.

https://apps.dcf.wisconsin.gov/ - Appeal Record - Windows Internet Explorer

eWiSACWIS UAT Print Spell Check Help

Person Information
Name: Patch, Mom (9229391) DOB: 10/10/1980 SSN: [Search](#)

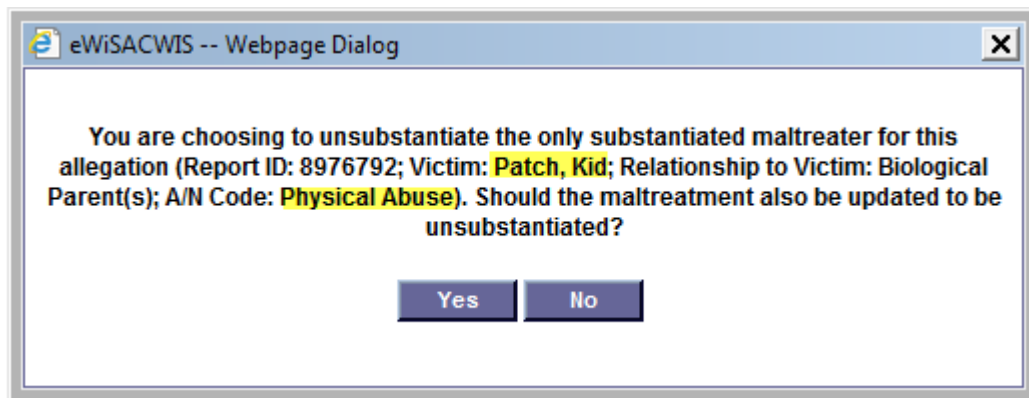
Review/Appeal Record
[Assessment ID: 9222131](#) Approved On: 02/12/2015 AM Response By: 02/27/2015 County: State [Create Review](#) [Create Appeal](#)

Allegation: Neglect Victim: Patch, Kid	
Division of Hearing and Appeals	02/12/2015 Upheld Substantiated View
Review of Initial Determination	02/13/2015 Upheld Substantiated View
Allegation: Neglect Victim: Patch, Teenager	
Division of Hearing and Appeals	02/12/2015 Upheld Substantiated View
Review of Initial Determination	02/13/2015 Upheld Substantiated View

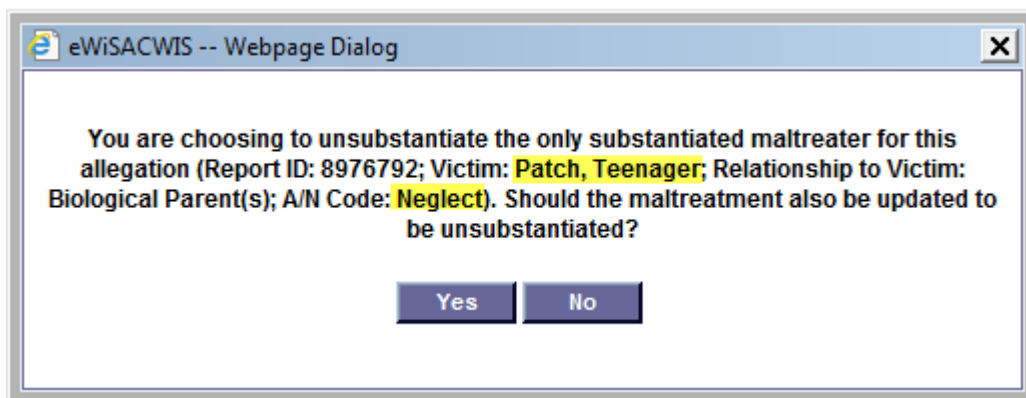
[Close](#)

100%

9. In a situation where all allegations are overturned for the maltreater(s), the following message(s) will appear when sending for supervisory approval. A message appears for each child, and each allegation per child.



Selecting 'Yes'- indicates that abuse/neglect never occurred.



Selecting 'No'- indicates that the abuse/neglect occurred and that it is unknown who did it.

10. On the associated Initial Assessment-

Appeal text appears on the allegation row(s) involved in the Appeal. An [Appeal](#) hyperlink displays next to the maltreater and opens the Appeal Record.

- When ‘Yes’ has been selected to the Unsubstantiated message when sending for approval, both the Allegation(s) and Maltreater(s) Determinations for the allegation(s) are changed to ‘Unsubstantiated’.

https://apps.dcf.wisconsin.gov/?sarid=0.4752213811909638 - Assessment - Windows Internet Explorer

eWiSACWIS UAT Resource TM Print Spell Check ABC Help ?

Assessment
Name: Patch, Mom Assessment ID: 8340915 Status: Open

Report
Response Time: Within 24 - 48 Hours Date: 01/01/2015

Participants Basic **Allegations** Contacts Results Reviews

Allegations

Report ID	Alleged Victim	A/N Code	Determination	Dt or Approx Dt of Alleged Mal	Resided in OHC	Medical	Fatality	
<input checked="" type="radio"/> 8976792	Kid Patch	Physical Abuse Describe	Unsubstantiated	12/31/2014	N	N	N	Appeal View
<input type="radio"/> 8976792	Teenager Patch	Neglect Describe	Substantiated	12/31/2014	N	N	N	Appeal View
<input type="radio"/> 8976792	Kid Patch	Neglect Describe	Unsubstantiated	12/31/2014	N	N	N	Appeal View

[Insert](#)

Maltreater(s)

Alleged Maltreater	Relationship to Victim	Determination	
Dad Patch	Biological Parent(s)	Unsubstantiated	Appeal
Mom Patch	Biological Parent(s)	Unsubstantiated	Appeal

[Insert](#)

☐ Independent Investigation County of Origination: ☐ Is the alleged victim(s) in Agency legal and/or physical custody

[Save](#) [Close](#)

100%

- When 'No' has been selected to the Unsubstantiated message when sending for approval, the allegation(s) on the associated Initial Assessment for the maltreater are changed to 'Unsubstantiated' and a Maltreater of 'Unknown Unknown' is inserted with a determination of 'Substantiated'.

https://apps.dcf.wisconsin.gov/?sarid=0.4752213811909638 - Assessment - Windows Internet Explorer

eWiSACWIS UAT Resource TM Print Spell Check Help ?

Assessment Name: Patch, Mom Assessment ID: 8340915 Status: Open **Report** Response Time: Within 24 - 48 Hours Date: 01/01/2015

Participants Basic **Allegations** Contacts Results Reviews

Allegations

Report ID	Alleged Victim	A/N Code	Determination	Dt or Approx Dt of Alleged Mal	Resided in OHC	Medical	Fatality	
8976792	Kid Patch	Describe	Unsubstantiated	12/31/2014	N	N	N	View
8976792	Teenager Patch	Describe	Substantiated	12/31/2014	N	N	N	Appeal View
8976792	Kid Patch	Describe	Unsubstantiated	12/31/2014	N	N	N	Appeal View

[Insert](#)

Maltreater(s)

Alleged Maltreater	Relationship to Victim	Determination	
Mom Patch	Biological Parent(s)	Unsubstantiated	Appeal
Unknown Unknown	Unknown	Substantiated	

[Insert](#)

☐ Independent Investigation County of Origination: ☐ Is the alleged victim(s) in Agency legal and/or physical custody

[Save](#) [Close](#)

11. On the Outliner-

When an appeal is present, the desktop outliner displays (Appeal) text to indicate an Appeal is present.

Patch, Mom (8388811) [Actions](#)

CPS Family - Initial Assessment 02/13/2015 Bee, Worker SRO-DCFS-Madison 555 Gourd Way , Apt.#3A. , Monona, WI 53716

Access Reports

Assessment

[Assessment Substantiated \(Appeal\) 02/13/2015](#)

[Initial Assessment-Primary 02/13/2015](#)

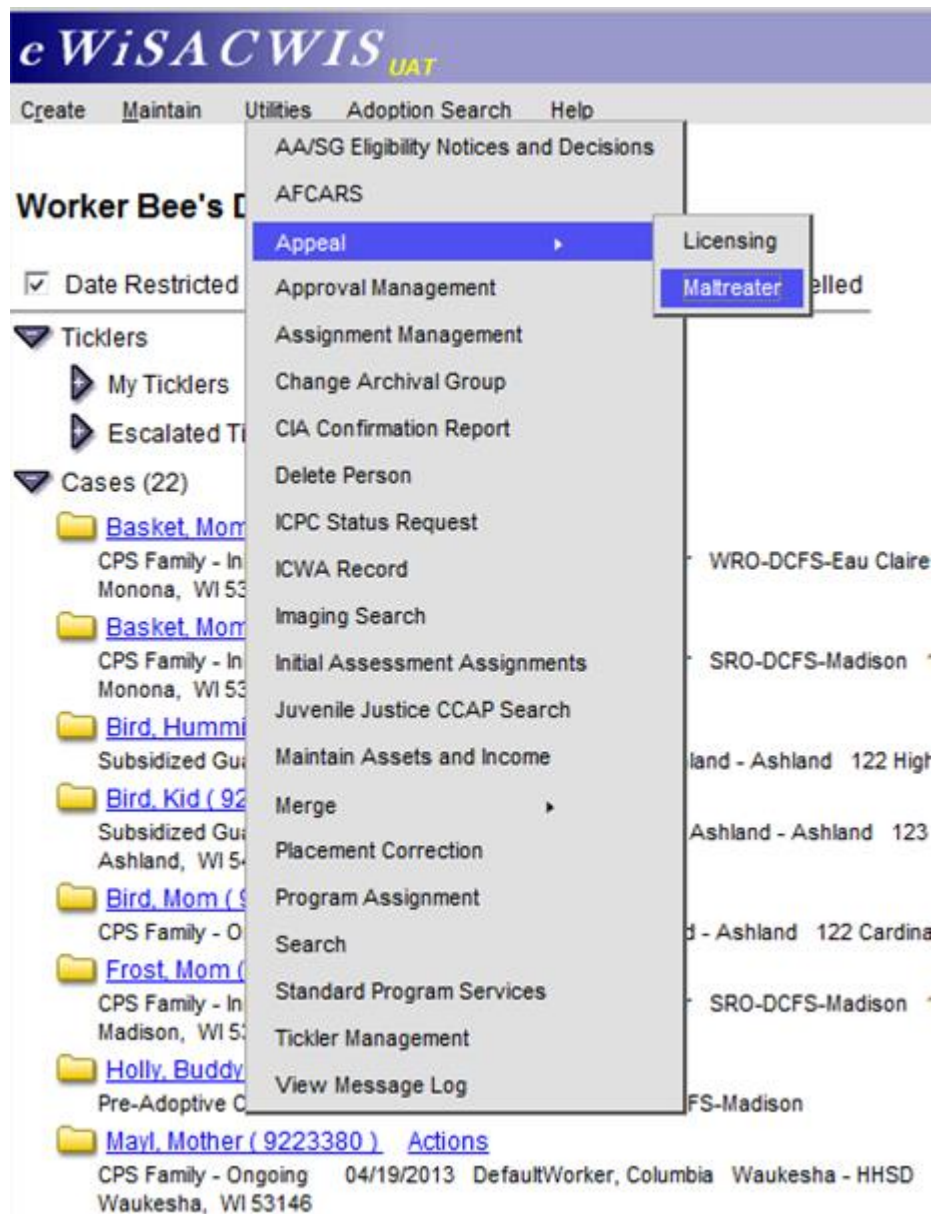
[Safety Assessment, Analysis and Plan \(IAP\) Unsafe 01/01/2015](#)

[Initl Assess Contact - Initial Face-to-Face \(Details\)](#)

01/01/2015 Bee, Worker (Patch, Mom; Patch, Dad; Patch, Teenager; Patch, Kid) Note Finalized

Voiding a Maltreater Appeal

1. Select Utilities > Appeal > Maltreater. This opens Person Search for the Appeal Record.



2. Search out the Appellant, select the radio button next to the name, and click Continue.

Person Search -- Webpage Dialog

eWiSACWIS UAT Print Spell Check Help

Search Criteria

Last Name: First Name: Person ID:
SSN: DOB: Gender:
Street: City: ZIP Code:

☒ Incl. AKA Search Precision: Sort By: Search

Record 1 to 1 of 1

Persons Returned

☒ [Patch.Mom \(10125611 \)](#) 555 Gourd Way, Apt.#3A, Monona Female 10/10/1980 Caucasian

Create Continue Close

3. On the Review/Appeal Record, click the [View](#) hyperlink next to the appropriate Appeal to open the Appeal Details page.

https://apps.dcf.wisconsin.gov/ - Appeal Record - Windows Internet Explorer

eWiSACWIS UAT Print Spell Check Help

Person Information
Name: Patch, Mom (10125611) DOB: 10/10/1980 SSN: [Search](#)

Review/Appeal Record
[Assessment ID: 8340915](#) Approved On: 02/13/2015 AM Response By: 01/20/2015 County: State [Create Review](#) [Create Appeal](#)

Allegation: Physical Abuse Victim: Patch, Kid					
Division of Hearing and Appeals	02/13/2015	Overturned	Unsubstantiated	View	
Allegation: Neglect Victim: Patch, Kid					
Division of Hearing and Appeals	02/13/2015	Overturned	Unsubstantiated	View	
Allegation: Physical Abuse Victim: Patch, Teenager					
Division of Hearing and Appeals	02/13/2015	Overturned	Unsubstantiated	View	
Allegation: Neglect Victim: Patch, Teenager					
Division of Hearing and Appeals	02/13/2015	Overturned	Unsubstantiated	View	

[Close](#)

100%

4. On the Appeal Details page, select 'Void Appeal' from the Options drop-down and click Go.

Appeal Details -- Webpage Dialog

eWiSACWIS UAT Print Spell Check Help

General Information

Name: Patch, Mom (10125611) DOB: 10/10/1980 SSN:
Assessment Type: Assessment-Primary Assessment ID: 8340915 Assessment Completed: 02/13/2015

Appeal Information

Appeal Type: Division of Hearing and Appeals Decision Date: 02/13/2015

Report ID	Victim	Relationship to Victim	A/N Code	Appeal Status
8976792	Patch, Kid	Biological Parent(s)	Neglect	Overturned
8976792	Patch, Kid	Biological Parent(s)	Physical Abuse	Overturned
8976792	Patch, Teenager	Biological Parent(s)	Neglect	Overturned
8976792	Patch, Teenager	Biological Parent(s)	Physical Abuse	Overturned

Add/Edit

Comments

Options: Void Appeal Go Save Close

Actions
Approval
Void Appeal

5. The following message will appear. Select 'Yes' to void the Appeal and return to the Appeal Details page.

eWiSACWIS -- Webpage Dialog

This will void out this Appeal Details page. Are you sure you want to continue?

Yes No

6. The Appeal Details page now shows an Appeal Status of 'Voided'. Click Close to return to the Appeal Record page.

Appeal Details -- Webpage Dialog

eWiSACWIS UAT Print Spell Check Help

General Information

Name: Patch, Mom (10125611) DOB: 10/10/1980 SSN:
Assessment Type: Assessment-Primary Assessment ID: 8340915 Assessment Completed: 02/13/2015

Appeal Information

Appeal Type: Division of Hearing and Appeals Decision Date: 02/13/2015

Report ID	Victim	Relationship to Victim	AN Code	Appeal Status
8976792	Patch, Kid	Biological Parent(s)	Neglect	Voided
8976792	Patch, Kid	Biological Parent(s)	Physical Abuse	Voided
8976792	Patch, Teenager	Biological Parent(s)	Neglect	Voided
8976792	Patch, Teenager	Biological Parent(s)	Physical Abuse	Voided

[Add/Edit](#)

Comments

Options:

7. On the Appeal Record page, the hearing row(s) is now marked as 'Voided' and the determination is 'Substantiated'.

https://apps.dcf.wisconsin.gov/ - Appeal Record - Windows Internet Explorer

eWiSACWIS UAT Print Spell Check Help

Person Information
Name: Patch, Mom (10125611) DOB: 10/10/1980 SSN: [Search](#)

Review/Appeal Record
[Assessment ID: 8340915](#) Approved On: 02/13/2015 AM Response By: 01/20/2015 County: State [Create Review](#) [Create Appeal](#)

Allegation: Physical Abuse Victim: Patch, Kid					
Division of Hearing and Appeals	02/13/2015	Voided	Substantiated		View
Allegation: Neglect Victim: Patch, Kid					
Division of Hearing and Appeals	02/13/2015	Voided	Substantiated		View
Allegation: Physical Abuse Victim: Patch, Teenager					
Division of Hearing and Appeals	02/13/2015	Voided	Substantiated		View
Allegation: Neglect Victim: Patch, Teenager					
Division of Hearing and Appeals	02/13/2015	Voided	Substantiated		View

[Close](#)

100%

8. On the Allegation tab of the Assessment, the maltreater is once again 'Substantiated' and, if applicable, the maltreater 'Unknown Unknown', has been removed.

https://apps.dcf.wisconsin.gov/?sarid=0.6431752107406621 - Assessment - Windows Internet Explorer

eWiSACWIS UAT Resource TM Print Spell Check Help

Assessment Name: Patch, Mom Assessment ID: 8340915 Status: Open **Report** Response Time: Within 24 - 48 Hours Date: 01/01/2015

Participants Basic **Allegations** Contacts Results Reviews

Allegations

Report ID	Alleged Victim	A/N Code	Determination	Dt or Approx Dt of Alleged Mal	Resided in OHC	Medical	Fatality	
<input checked="" type="radio"/> 8976792	Teenager Patch	Physical Abuse Describe	Substantiated	12/31/2014	N	N	N	Appeal View
<input type="radio"/> 8976792	Kid Patch	Physical Abuse Describe	Substantiated	12/31/2014	N	N	N	Appeal View
<input type="radio"/> 8976792	Teenager Patch	Nelect Describe	Substantiated	12/31/2014	N	N	N	Appeal View

Insert

Maltreater(s)

Alleged Maltreater	Relationship to Victim	Determination	
Dad Patch	Biological Parent(s)	Unsubstantiated	Appeal
Mom Patch	Biological Parent(s)	Substantiated	

Insert

☐ Independent Investigation County of Origination: ☐ Is the alleged victim(s) in Agency legal and/or physical custody


Save Close

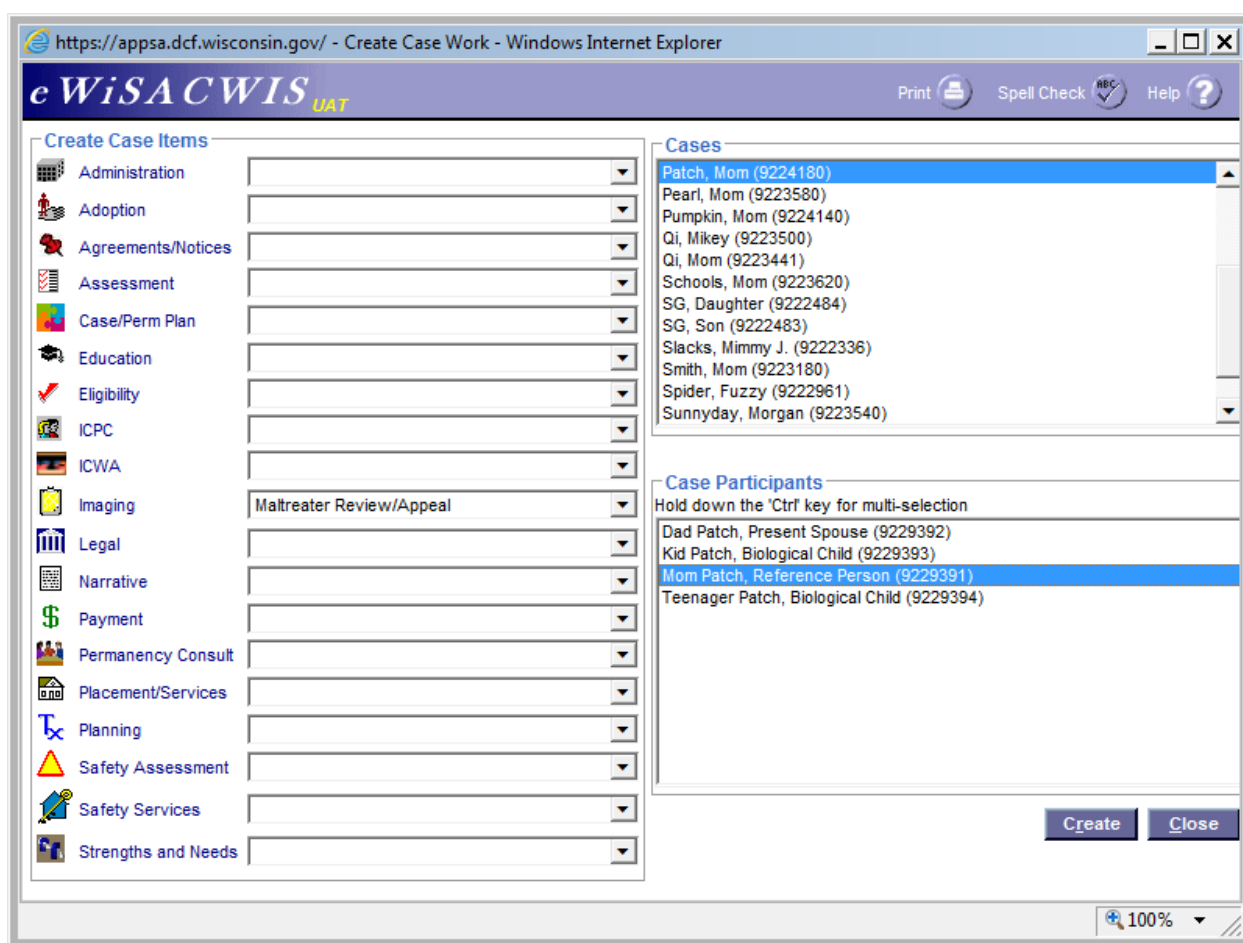
100%

Creating Imaging Records for a Maltreater Review/Appeal

Note: The Imaging page can also be accessed via the desktop Menu>Utilities> Imaging Search page, which does not require an assignment to the case.

Note: Imaging for Maltreater Review/Appeals is not required.

1. From the desktop, select Create > Case Work or click the Case Work button  to open the Create Case Work page.
2. On the Create Case Work page, select 'Maltreater Review/Appeal' from the Imaging drop-down. Select the Case and Participant. Click Create to open the Imaging page.



The screenshot shows the 'Create Case Work' page in the eWiSACWIS UAT application. The browser address bar displays 'https://apps.dcf.wisconsin.gov/ - Create Case Work - Windows Internet Explorer'. The page has a purple header with the 'eWiSACWIS UAT' logo and navigation links for 'Print', 'Spell Check', 'ABC', and 'Help'. On the left, the 'Create Case Items' section contains a list of categories with corresponding icons and dropdown menus: Administration, Adoption, Agreements/Notices, Assessment, Case/Perm Plan, Education, Eligibility, ICPC, ICWA, Imaging (selected), Legal, Narrative, Payment, Permanency Consult, Placement/Services, Planning, Safety Assessment, Safety Services, and Strengths and Needs. The 'Imaging' dropdown is set to 'Maltreater Review/Appeal'. On the right, the 'Cases' section lists various cases, with 'Patch, Mom (9224180)' selected. Below this, the 'Case Participants' section lists participants, with 'Mom Patch, Reference Person (9229391)' selected. At the bottom right, there are 'Create' and 'Close' buttons. The status bar at the bottom indicates '100%' zoom.

- On the Imaging pop-up page, select the Type, Participant, and click Browse to upload the image. Click Save when finished.

- Images are available from the outline under the Assessment Icon, and via Imaging Search for the maltreater.

[Patch, Mom \(8388811 \)](#) [Actions](#)

CPS Family - Initial Assessment 02/13/2015 Bee, Worker SRO-DCFS-Madison 555 Gourd Way , Apt.#3A. , Monona, WI 53716

Access Reports

Assessment

[Assessment Substantiated \(Appeal\) 02/13/2015](#)

[Initial Assessment-Primary 02/13/2015](#)

[Safety Assessment, Analysis and Plan \(IAP\) Unsafe 01/01/2015](#)

[Initl Assess Contact - Initial Face-to-Face \(Details\)](#)

01/01/2015 Bee, Worker (Patch, Mom; Patch, Dad; Patch, Teenager; Patch, Kid) Note Finalized

[Images \(1\)](#)

[Maltreater Review/Appeal - Malreater Request for Appeal Hearing \(Details\)](#)

02/09/2015 Patch, Mom